

August 3, 2001

SOUTHERN REGION

SUBJ: REGIONAL SUPPORT FOR SPECIAL EVENTS, A TEMPORARY AIRPORT TRAFFIC CONTROL TOWER OR FOR A TEMPORARY FLIGHT SERVICE STATION

1. **PURPOSE.** This Order provides guidelines for regional support for special events, a temporary airport control tower or for a temporary flight service station.
2. **DISTRIBUTION.** This Order is distributed to the branch level of the Air Traffic Division and to all Air Traffic Field Facilities in the Southern Region.
3. **CANCELLATION.** SO Order 7210.14, 7/6/98 is cancelled.
4. **EFFECTIVE DATE.** August 3, 2001.
5. **PROCEDURES.**

a. **When Regional Assistance is Required to Support a Special Event.**

(1) A letter from an individual or a municipality requesting FAA's assistance for a special event, a temporary airport traffic control tower, or a temporary flight service station shall be directed to the Regional Office Operations Branch, Attention ASO-530C.

(2) A request must be submitted at least 120 days prior to the event for sufficient lead-time to coordinate with the affected facility, obtain equipment and frequencies, negotiate and execute a reimbursable agreement (if required), establish a slot reservation program and publish Notices to Airmen (NOTAM).

(3) ASO-530C will coordinate with the nearest airport traffic control tower and/or automated flight service station, as applicable, to help the facility prepare for the event.

(4) ASO-530C will determine if committing FAA resources is warranted and if a reimbursable agreement should be executed with the event sponsor to recover FAA's cost.

(5) If the FAA agrees to support an event, the supporting air traffic facility or individual must complete Appendix 1 of this order and return it to ASO-530C. Appendix 1 includes a breakdown of projected personnel salaries, overtime usage, per diem and travel costs, equipment needs (radios, telephones/lines, portable light gun, portable tower, computers/graphics, portable FIDO, etc.), plus temporary frequency requirements. The resources identified in Appendix 1 should not include resources previously included in the facility's annual operating budget submission,

including overtime needs for recurrent events, or events scheduled at least 1-year in advance like golf tournaments, major sporting events, conventions, etc.

(6) ASO-530C will coordinate the equipment and frequency requirements with the appropriate offices in the region.

(7) If no air traffic facility is located close to the geographic area of the event, the closest facility will be contacted and asked to provide support. If there are no air traffic personnel available to support the event, individuals from other air traffic facilities will be solicited or delegated.

b. When Regional Assistance is Not Required to Support a Special Event.


A field facility that supports a special event, temporary airport traffic control tower, or temporary flight service station without assistance from the region, may request assistance from ASO-530C to design or implement special procedures, negotiate a reimbursable agreement, or publish guidance such as NOTAMs, etc.

c. Reporting.

(1) Thirty (30) days following an event, the supporting facility shall furnish a closeout report to ASO-530C. This report should detail man-hours and overtime used for each operation (including hours and costs); actual per diem and/or travel expenses; total aircraft operations (instrument flight rules and visual flight rules); number of weather briefings, any problems or issues, etc.

(2) By October 1 of each year, all facilities who support special events, a temporary airport control tower, or a temporary flight service station during the year, shall provide ASO-530C a projection of the next fiscal year's anticipated events. Include names, locations, projected dates and if a reimbursable agreement is anticipated to recover the FAA expenses.

(3) Using closeout reports provided throughout the year and the next year's projected events; ASO-530C will analyze resource usage from the past year and the planned events for the coming year, to formulate the region's annual Special Events Program budget.


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APPENDIX 1. CHECKLIST

Purpose: The following checklist is provided to enable sponsors and FAA personnel to identify the requirements necessary to plan and operate a temporary airport traffic control tower (ATCT) or a temporary flight service station (FSS). This checklist has been developed as a guide to assist personnel to insure that proper planning and coordination are exercised. Personnel responsible for an event should insure that adequate resources are available and an operating budget is included with the request submitted to the region.

Sponsors and personnel using this checklist must realize it may not be all-inclusive. The components of this checklist may or may not need to be applied to each site-specific event. This checklist is only a guide, and does not relieve the sponsor from insuring that events are properly planned, coordinated and fosters a safe operating environment for the participants and the public.

The following personnel, airport, facility, and procedural requirements should be identified:

A. REQUIREMENTS**PERSONNEL**

Personnel Type	Number Required
Air Traffic Manager	
Air Traffic Supervisor(s)	
FAA controller(s)	
Military controller(s)	
Other	

EXPENSES

Expense Type	Quantity (days, # of personnel)	Unit Cost (\$)	Total (\$)
Travel to and from event			
Lodging			
Per Diem			
Overtime for parent facilities			
Other			
TOTAL			

Notes: 1) Determine if local transportation is required. 2) Make lodging reservations for personnel working the event.

TRAINING

Action	Responsible Party	Completed
Issue Control Tower Operator (CTO) certificates		
Other		

WATCH SCHEDULE

Action	Responsible Party	Completed
Determine days off		
Determine overlaps		
Determine call-back procedures		
Other		

B. AIRPORT REQUIREMENTSAIRPORT PARKING

Action	Responsible Party	Completed
Determine responsibility		
Develop plan <ul style="list-style-type: none"> Instrument Flight Rules (IFR) aircraft parking Visual Flight Rules (VFR) aircraft parking <ul style="list-style-type: none"> Determine adequate ground personnel to avoid delays to IFR aircraft Determine procedures for aircraft delayed at ramp and missing slot time 		
<ul style="list-style-type: none"> Determine adequate taxi routes from parking to departure points 		

FIXED BASED OPERATIONS

Action	Responsible Party	Completed
Determine aircraft services provided		
Other		

AIRPORT SATURATION

Action	Responsible Party	Completed
Determine airport capacity limits		
Determine authority responsible for airport capacity limits decision		
Other		

C. FACILITY REQUIREMENTS**TEMPORARY ATCT/FSS**

Action	Responsible Party	Completed
Determine location		
Determine days of operations		
Determine hours of operations		

NUMBER OF POSITIONS

Action	Responsible Party	Completed
Operating positions		
Ground control positions		
Local control positions		
Determine remote or face to face clearance delivery		
Preflight positions		
Inflight positions		

EQUIPMENT

Action	Responsible Party	Completed
Telephone		
Fax machine		
Binoculars		
Computers/Graphics		
FDIO (<i>information must be order 120 days prior to event</i>)		
Printers		

FREQUENCY

Action	Responsible Party	Completed
Ground control frequencies		
Clearance delivery frequencies		
ATIS-type broadcast <ul style="list-style-type: none"> • Arrival • Departure 		
Remote frequencies		
Inflight frequencies		
UHF frequencies		

D. PROCEDURAL REQUIREMENTS**CRITERIA FOR VFR AIRCRAFT**

Action	Responsible Party	Completed
Establish common arrival fix		
Design VFR pattern at airport		

CRITERIA FOR IFR AIRCRAFT

Action	Responsible Party	Completed
<i>INTERNAL FACILITY COORDINATION</i> <ul style="list-style-type: none"> • Design procedures for clearance delivery • Determine need for two ground controls • Determine need for traffic management unit • Design system to record and track delays 		
<i>EXTERNAL FACILITY COORDINATION</i> <ul style="list-style-type: none"> • Coordinate with adjacent terminals <ul style="list-style-type: none"> ◆ Metering program: Does it consider all airports as one? Ensure equal releases to the users. • Prepare letter(s) of agreement with adjacent terminals and centers <ul style="list-style-type: none"> ◆ Arrivals routes ◆ Departure routes • Coordination with airlines/general aviation <ul style="list-style-type: none"> ◆ Develop reservation program <ul style="list-style-type: none"> - Arrivals - Departures 		
<i>SPECIAL TRAFFIC MANAGEMENT PROGRAM</i> <ul style="list-style-type: none"> • Determine requirement for reservation program <ul style="list-style-type: none"> ◆ Arrivals ◆ Departures 		
<i>OTHER</i> <ul style="list-style-type: none"> • Prepare graphic Notices to Airmen (NOTAMs) (information must be provided 120-days prior to event) 		

MIXING THE VFR AND IFR ARRIVALS AND DEPARTURES